



# Department of Defense INSTRUCTION

NUMBER 1215.18

July 17, 2002

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ASD(RA)

SUBJECT: Reserve Component Member Participation Requirements

- References:
- (a) DoD Instruction 1215.18, "Reserve Component Member Participation Requirements," January 11, 1996 (hereby canceled)
  - (b) [DoD Directive 1215.13](#), "Reserve Component Member Participation Policy," December 14, 1995
  - (c) Title 10, United States Code
  - (d) [DoD Directive 1332.14](#), "Enlisted Administrative Separations," December 21, 1993
  - (e) through (k), see enclosure 1

## 1. PURPOSE

This Instruction:

- 1.1. Implements policy under reference (b).
- 1.2. Assigns responsibilities and prescribes procedures under reference (d) for satisfactory participation by members of the National Guard and the Reserve components in units and organizations of the Selected Reserve (SELRES) and as members of the Ready Reserve not assigned to the SELRES.

## 2. APPLICABILITY AND SCOPE

This Instruction applies to:

- 2.1. The Office of the Secretary of Defense, the Military Departments (including the U.S. Coast Guard when, by agreement with the Department of Transportation, it is not operating as a Military Service in the Department of the Navy), the Chairman of the

Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities of the Department of Defense (hereafter referred to as the "DoD Components").

2.2. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

### 3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

### 4. POLICY

It is DoD policy under DoD Directive 1215.13 (reference (b)) that:

4.1. Criteria shall be established for satisfactory participation by members of the National Guard and Reserve components.

4.2. Administrative procedures shall be established for processing those members that do not meet the member participation requirements of the National Guard and Reserve components.

### 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense for Personnel and Readiness, consistent with this Instruction, shall establish:

5.1.1. Criteria for satisfactory participation by members of the National Guard and Reserve components in units and organizations of the SELRES and as members of the Ready Reserve not assigned to the SELRES.

5.1.2. Administrative procedures for processing members of the National Guard and the Reserve components that do not meet the member participation requirements of those organizations.

5.2. The Secretaries of the Military Departments, consistent with this Instruction, shall:

5.2.1. Issue regulations prescribing criteria for "satisfactory and unsatisfactory participation" by members of their respective Reserve components under the criteria prescribed by Assistant Secretary of Defense for Reserve Affairs in accordance with subparagraph 5.1.1., above.

5.2.2. Ensure that applicants understand their Military Service Obligation (MSO) before assignment to the Reserve component.

## 6. PROCEDURES

### 6.1. Unsatisfactory Participation in the Ready Reserve (Other than Commissioned Officers)

6.1.1. SELRES Members That Have Not Fulfilled Their MSO. Members of the SELRES that have not fulfilled their statutory MSO under Section 651 of 10 U.S.C. (reference (c)), and with participation that has been unsatisfactory (enclosure 2, definition E2.1.6.), at the discretion of the Secretary of the Military Department concerned, may be processed, as follows:

6.1.1.1. Ordered to active duty (AD), if those SELRES members have not served on AD, or AD for training (ADT) for a total of 24 months, for such period of time as may be deemed necessary by the Secretary concerned under Section 12303 of reference (c). Such individuals may be required to serve on AD until their total service on AD equals 24 months.

6.1.1.2. Ordered to ADT, regardless of the length of prior AD or ADT, for a period of not more than 45 days under Section 10148 of reference (c).

6.1.1.3. Transferred to the Individual Ready Reserve (IRR) for the balance of their statutory MSO when the Secretary concerned has determined that the individual "still possesses the potential for useful Military Service, if mobilized."

6.1.1.4. Enlisted Service members may be discharged for "unsatisfactory participation," in the Ready Reserves, under DoD Directive 1332.14 (reference (d)). Unless that Service member requests a hearing before an Administrative Discharge Board, the discharge process shall not require convening a Board to consider the circumstances and recommend action when, as follows:

6.1.1.4.1. The commander has recommended that the person be discharged under "honorable conditions."

6.1.1.4.2. The Secretary concerned has determined that the individual "does not possess the potential for useful Military Service, if mobilized."

6.1.2. SELRES Members That Have Fulfilled Their MSO. Members of the SELRES that have fulfilled their statutory MSO under Section 651 of reference (c) and with participation that "has been unsatisfactory," at the discretion of the Secretary concerned, may be processed, as follows:

6.1.2.1. Transferred to the IRR or the Standby Reserve inactive status for the balance of their current enlistment when the Secretary concerned has determined that the individual "still has potential for useful Military Service, if mobilized"; or,

6.1.2.2. Enlisted Service members may be discharged for "unsatisfactory participation" under DoD Directive 1332.14 (reference (d)) when the Secretary concerned has determined that the individual "has no further potential for useful Military Service, if mobilized."

6.1.2.3. Commissioned officers may be discharged for "unsatisfactory participation" in accordance with Sections 12681 and 12683 of 10 U.S.C. (reference (c)).

6.1.3. Administrative Discharge Boards for Enlisted SELRES Members

6.1.3.1. An Administrative Discharge Board shall be convened, unless waived by the SELRES member, to consider the circumstances and recommend action when, as follows:

6.1.3.1.1. An enlisted member of the SELRES is identified as an "unsatisfactory participant."

6.1.3.1.2. The military authority has recommended discharge under "other than honorable conditions," or when required by statute.

6.1.3.2. When an enlisted member of the Ready Reserve is identified as an "unsatisfactory participant" and the military authority has not recommended discharge under "other than honorable conditions," that SELRES member may be discharged without the convening of an Administrative Discharge Board in accordance with DoD Directive 1332.14 (reference (d)).

6.1.4. Enlisted SELRES Members Ordered to AD or ADT

6.1.4.1. Individuals assigned to the SELRES that are ordered to AD or ADT under Section 10148 of 10 U.S.C. (reference (c)), may be as follows:

6.1.4.1.1. Returned to their previous unit of assignment upon completion of AD or ADT; or,

6.1.4.1.2. Transferred to the IRR (with the consent of the State authority, if a member of the National Guard) on the completion of AD or ADT.

6.1.4.2. The term of enlistment, or the Military Service agreement for that SELRES member, may be extended up to 6 months to permit completion of the designated period of AD, in accordance with Section 10148(a) of reference (c).

6.1.5. Transfer Codes. When a member of the SELRES is transferred to the IRR, the transfer code shall be entered in the personnel data system of that Military Service for subsequent update to the Reserve Components Common Personnel Data System (RCCPDS), in accordance with DoD Instruction 7730.54 (reference (e)).

6.1.6. Reentry Codes. When a member of the SELRES is transferred to the IRR or separated from a Reserve component, a reentry code shall be entered on the separation and/or transfer and/or reassignment documents of the Military Service and, in accordance with DoD Instruction 1336.1, subparagraph 3.2.1. (reference (f)), in the case of a SELRES member being discharged or released from AD, that code also shall be entered in the RCCPDS. That information shall be made available, on request, to the U.S. Military Entrance and Processing Command.

6.1.7. Release of Coded Information. The Secretary concerned shall establish procedures to ensure that transfer code and reentry code information shall not be released improperly to those not having a need to know the information. Members of the SELRES concerned may be given their own information on request.

6.1.8. Mailing Orders. When members of the SELRES are ordered to AD or transferred to the IRR because of "unsatisfactory participation," copies of their orders shall be furnished to the individuals through personal contact by a member of the command or by written transmittal. In either case, a written receipt shall be obtained. When such efforts are unsuccessful, those orders shall be mailed to the individual, as follows:

6.1.8.1. Notify SELRES members by mailing orders to the most recent mailing address of such a member. Use certified mail (return receipt requested), and obtain a receipt for "Certified Mail Obtained." Attach that receipt to a copy of the orders for proof of mailing, and file with the personnel file of that SELRES member.

6.1.8.2. Individuals ordered to AD that fail to report shall be processed in accordance with policy and procedures established by the Secretary concerned.

6.2. Unsatisfactory Participation in the Ready Reserve (Officers). Commissioned officers of a Reserve component, with participation that "has been unsatisfactory," shall be reviewed for discharge by a board of officers when a board of officers is required by Sections 12681 and 12683 of 10 U.S.C. (reference (c)), or when the military authority has recommended a discharge under "other than honorable conditions." Such a discharge may only be done under an approved recommendation of a board of officers convened by an authority designated by the Secretary concerned.

6.3. Unsatisfactory Participation in the IRR

6.3.1. Members of the IRR Participating Unsatisfactorily

6.3.1.1. The Secretaries concerned shall ensure that, on transfer to the IRR, those members shall understand their MSO as a member of the IRR, including the requirement for "satisfactory participation" in the annual reporting program.

6.3.1.2. Members of the IRR that are ordered to AD, in accordance with Section 10147 reference (c), or those ordered to muster duty, in accordance with Section 12319 of reference (c) to accomplish annual screening requirements, and that fail to perform that duty or to produce satisfactory evidence as to why they were unable to perform that duty, shall be designated as "unsatisfactory participants."

6.3.1.3. Members of the IRR that have not fulfilled their MSO, under Section 651 of reference (c), were enlisted or appointed under any program, where the MSO may be fulfilled by Military Service in the IRR, and participation in such a program has not been satisfactory, shall be designated as "unsatisfactory participants."

6.3.1.4. At the discretion of the Secretary concerned, IRR members with participation that is "unsatisfactory" may be processed, as follows:

6.3.1.4.1. Ordered to ADT, regardless of the length of the prior AD or ADT, for a period of not more than 45 days under Section 10148 of reference (c), for failing to meet the annual screening requirements.

6.3.1.4.2. Retained in the IRR or transferred to the Standby Reserve inactive status for the balance of their statutory MSO, current enlistment contract, or Military Service agreement when the Secretary concerned has determined that the individual concerned "still possesses the potential for useful Military Service, if mobilized."

6.3.1.4.3. Enlisted IRR members shall be processed for separation for "unsatisfactory participation," under DoD Directive 1332.14 (reference (d)), when the Secretary concerned has determined that the individual has "no potential for useful Military Service, if mobilized."

6.3.1.4.4. Commissioned officers with participation that "has been unsatisfactory" may be discharged from a Reserve component only under an approved recommendation of a board of officers convened by an authority designated by the Secretary concerned except as in Sections 12681 and 12683 of reference (c).

6.3.2. Orders Affecting Members of the IRR. Orders affecting members of the IRR, which involve ADT that is required by the terms of the enlistment or Military Service agreement, may be handled by mail.

6.3.3. Changes in Personal Status. Each member of the IRR shall keep the Secretary concerned apprised of changes in their mailing address, marital status, number of dependents, civilian education, civilian employment, and any physical condition or other factor that shall affect the immediate availability of that IRR member for active Military Service.

#### 6.4. Hardships and Delays

6.4.1. Hardships. Individuals with orders to involuntary AD that shall result in extreme community or personal hardship, on their request, may be transferred to the Standby Reserve, the Retired Reserve, or may be discharged, in accordance with DoD Directive 1200.7 (reference (g)).

6.4.2. Delays. Individuals involuntarily ordered to AD or ADT under this section, may be authorized a delay, according to the rules set by the Secretary concerned.

6.5. Exceptions. Members of the Ready Reserve that are unable to participate for any of the following reasons shall be processed, as indicated:

6.5.1. Unit Inactivation or Relocation. Members of the SELRES that are unable to participate by reason of unit inactivation or relocation, and reside beyond the

commuting distance (the definition in enclosure 2, paragraph E2.1.1.) of a Reserve unit, shall be transferred to the IRR and shall be subject to the participation requirements in DoD Instruction 1215.19 (reference (h)) and paragraph 6.1., above.

6.5.2. Individual Relocation. Members of the SELRES that permanently change their residences, to reside beyond a reasonable commuting distance of their assigned unit, may:

6.5.2.1. Lose their billet and shall be transferred to another paid-drill unit of the same Reserve component, if possible, or be given 90 days from departing their original unit to locate and join another unit before transfer to the IRR. At the new unit, those SELRES members shall fill an existing vacancy or be assigned as "a temporary unit overstrength" in congressionally authorized end strengths and funding authorizations.

6.5.2.2. Locate vacancies that require different specialties than the ones those SELRES members possess. The Secretary concerned may provide for retraining those members (with their consent) by ordering them to ADT to acquire the necessary specialties.

6.5.2.3. Be accepted in a Reserve component of their Military Department, regardless of unit vacancies, if established end strength is not exceeded, and subject to the following conditions:

6.5.2.3.1. The losing unit certifies that the participation of the Reservist has been "satisfactory."

6.5.2.3.2. The grade and specialty of the Reservist is usable in the unit, the SELRES member may be retrained by on-the-job training, or that member agrees to be retrained by being ordered to ADT.

6.5.2.4. Be authorized to transfer to another Reserve component under DoD Directive 1205.5 (reference (i)); or,

6.5.2.5. Not be assigned to a unit beyond a reasonable commuting distance without their consent.

6.5.3. SELRES Billet Not Available. When another pay billet of the same Reserve component is not located, those members of the Ready Reserve shall be transferred to the IRR.

6.5.4. Key Employees. Members of the Ready Reserve, designated by employers and approved by the Secretary concerned as "key employees" in their civilian

occupations, shall be reassigned to the Standby Reserve (active status), retired, or discharged, in accordance with DoD Directive 1200.7 (reference (g)).

6.5.5. Individuals Preparing for the Ministry. Ready Reservists preparing for the ministry, in an accredited theological or divinity school, shall be transferred to the Standby Reserve (active status) for the duration of their ministerial studies. Ready Reservists participating in a military Chaplain Candidate or Theological Student Program may continue their Ready Reserve affiliation and engage in AD and Inactive Duty Training (IDT).

6.5.6. Individuals Enrolled in Health Professions Graduate Study. Individuals enrolled in a course of graduate study in one of the health professions shall be screened, in accordance with DoD Directive 6000.12 (reference (j)).

6.5.7. Overseas Residency. Individuals that incur a temporary non-military obligation requiring overseas residency outside the United States, that prevents them from performing their required Reserve duties, may be assigned to the Inactive National Guard (ING) or the Standby Reserve, during the period of temporary non-military obligation overseas residency outside the United States.

6.5.8. Other Actions. Nothing in this Instruction shall be construed as preventing action against a member of the Ready Reserve, either by the following:

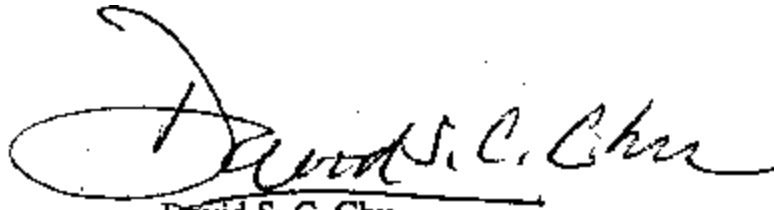
6.5.8.1. Court martial or review by a board of officers convened by an authority designated by the Secretary concerned; or,

6.5.8.2. When such action otherwise may be warranted under 10 U.S.C. (reference (c)) or by the regulations of the Secretary concerned.

6.5.9. Participation in the Serviceman's Group Life Insurance (SGLI) Program by Members of the IRR. Members of the IRR, authorized to attend IDT for retirement points, with SGLI premium payments that are in arrears, and that have not declined SGLI coverage, shall not be permitted to drill voluntarily or serve on AD when their SGLI premiums remain in arrears.

7. EFFECTIVE DATE

This Instruction is effective immediately.



David S. C. Chu  
Under Secretary of Defense for  
Personnel and Readiness

Enclosures - 4

- E1. References, continued
- E2. Definitions
- E3. Criteria for Satisfactory Participation in the Reserve Components
- E4. Scheduling Drills for the SELRES

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD Instruction 7730.54](#), "Reserve Components Common Personnel Data System (RCCPDS)," March 15, 1999
- (f) [DoD Instruction 1336.1](#), "Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)," January 6, 1989
- (g) [DoD Directive 1200.7](#), "Screening the Ready Reserve," November 18, 1999
- (h) [DoD Instruction 1215.19](#), "Uniform Reserve, Training and Retirement Category Administration," December 12, 2000
- (i) [DoD Directive 1205.5](#), "Transfer of Members Between Reserve and Regular Components of the Military Services," April 10, 1995
- (j) [DoD Directive 6000.12](#), "Health Services Operations and Readiness," April 29, 1996
- (k) Title 37, United States Code

## E2. ENCLOSURE 2

### DEFINITIONS

#### E2.1. DEFINED TERMS

E2.1.1. Commuting Distance. The maximum distance a member of a Reserve component may be required to travel involuntarily between residence and IDT site. That distance may be in the following:

E2.1.1.1. A 100-mile radius of the IDT site or a distance that may be traveled by automobile under average conditions of traffic, weather, and roads in 3 hours. That applies only to those units that normally do four IDT sessions on 2 consecutive days and where Government meals and quarters are at the unit IDT site.

E2.1.1.2. A 50-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in a 1 1/2-hour period, where Government meals and quarters are not at the unit IDT site.

E2.1.2. Individual Ready Reserve (IRR). Members of the Ready Reserve not assigned to the SELRES or the ING.

E2.1.3. Ready Reserve. Consists of Reserve units and individual Reserve members that are liable for immediate AD during war or national emergency. The Ready Reserve includes the SELRES, the IRR, and the ING.

E2.1.4. Secretary Concerned. The Secretaries of the Military Departments and the Secretary of Transportation for the Coast Guard when it is not operating as a Military Service in the Department of the Navy.

E2.1.5. Selected Reserve (SELRES). That part of the Ready Reserve consisting of Reserve units, as designated by the Secretary concerned, and of individual Reservists, in pay status, required to participate in IDT periods and annual training. The SELRES also includes Active Guard and Reserve and Individual Mobilization Augmentee (IMA) personnel. (See Section 10143 of 10 U.S.C. (reference (c)).)

E2.1.6. Unsatisfactory Participation. Failing to fulfill the contractual obligation or Military Service agreement as a member of the Ready Reserve. Participation is unsatisfactory when, as follows:

E2.1.6.1. Members of the SELRES acquire at least nine unexcused absences from scheduled training within a 12-month period; or,

E2.1.6.2. Members of the Ready Reserve (other than the SELRES) fail to meet the standards prescribed by the Secretaries concerned for annual screening, attendance at ADT, training advancement, misconduct for military offenses, or performance of duty.

### E3. ENCLOSURE 3

#### CRITERIA FOR SATISFACTORY PARTICIPATION IN THE RESERVE COMPONENTS

##### E3.1. GENERAL

In the general policy (section 4. of the Instruction), the minimum annual participation for members of the Reserve components, prescribed by the Secretaries concerned, shall be at least 48 drills and 14 days of annual training, exclusive of travel time, or, for the Army and the Air National Guard, 48 drills and at least 15 days of ADT each year to maintain the proficiency of the unit and the skills of the individuals. In establishing annual participation requirements under that policy in paragraph 6.1. of the Instruction, the Secretaries concerned may establish policy to do, as follows:

E3.1.1. Grant exceptions for individuals that are subject to the participation requirements of DoD Instruction 1215.19 (reference (h)), if the number of unexcused absences shall not exceed nine scheduled IDT periods.

E3.1.2. If it is consistent with Military Service requirements, consider the personal circumstances of the Reserve component members and transfer them to another training category in reference (h).

##### E3.2. ABSENCES

Unless excused, members of the SELRES shall be subject to the participation requirements in reference (h) and paragraph 6.1. of the Instruction. Unit commanders may grant an excused absence to such a SELRES member based on the submission of that member of adequate justification in a 30-day period before, or 30-day period following, the missed IDT period.

##### E3.3. TRANSFER AS A RESULT OF SCREENING

The transfer of Reserve component members to the Standby Reserve, as a result of the screening process in DoD Directive 1200.7 (reference (g)), shall not constitute "unsatisfactory participation."

#### E4. ENCLOSURE 4

##### SCHEDULING DRILLS FOR THE SELRES

###### E4.1. GENERAL

The Secretaries concerned shall designate by regulation the level of command or supervision authorized to schedule IDT periods. Unit IDT schedules shall be prepared and published as far in advance as possible, on a yearly basis. That advance schedule shall provide adequate notice to Reservists, which may then plan their activities to minimize disruptions to their families and employers.

###### E4.2. RESERVISTS NOT ASSIGNED TO RESERVE UNITS

The commanders or supervisors of Reservists not assigned to Reserve units, such as the IMA, shall schedule IDT periods by mutual agreement with Reservists.

###### E4.3. IDT SCHEDULES

IDT periods may be scheduled or rescheduled for an individual, unit, or portions of a unit, where necessary, to meet training requirements and performance of missions. Rescheduled IDT periods shall be announced 30 days in advance to allow sufficient time for the Reservists to be advised of the change. Primary consideration in reaching a decision on rescheduling IDT periods shall be the availability of the training for the Reserve member or unit, and/or the benefit and convenience of the Government. IDT periods may be scheduled throughout the month, including weekdays, as necessary for training and performance of the unit mission. Documentation requirements for rescheduling IDT periods shall be equal to that required for the normal scheduling of IDT.

E4.3.1. Equivalent Duty Period (EDP). EDP is activity performed instead of a scheduled IDT period. EDP may be allowed for a Reservist to make up an IDT period missed due to illness or emergency situations. There is no obligation for a Reserve component to authorize EDPs. Where authorized, the approving official shall ensure that EDP is of equivalent value to the normal training or duty of that member and available on the date(s) scheduled. A Reserve member may not be paid for more than four periods of equivalent training, instruction, duty, or duties performed during any fiscal year. (See 37 U.S.C., reference (k).)

E4.3.2. Reserve Members Attached to Other Units. Reserve members may be attached to other units for duty to train at a place of duty that is not the duty location of the unit in which the position is authorized; for example, as follows:

E4.3.2.1. Division surgeon assigned to medical battalion, place of duty, or division headquarters.

E4.3.2.2. Attending U.S. Army Reserve schools, or other special duty.

E4.3.2.3. Attending college or other civilian schooling at another location. Such assignments shall be for a definite and stated duration.